

Export

Quick Export

This method quickly produces a simple list of students and information from the Student table. Change the parameters to produce a more detailed list. For more information about exporting, see *How to Export Using a Template*.

In addition to exporting data, the SIS Repository provides quick access to key metrics and not just raw data. For detailed information about the SIS Repository, see the *SIS Repository Guide* available on PowerSource.

How to Use Quick Export

1. On the start page, search for and select a group of students. The Student Selection page appears. For more information, see *Select a Group of Students*.
2. Choose **Quick Export** from the **Select a function for this group of students** pop-up menu. In most cases, you will not need to change the default options on the Export Students page, in which case you can skip the next step. To change the selections, proceed to the next step.

Note: Alternatively, if you have a current selection of students, you can access this page by choosing **Special Functions > Groups Functions**.

3. Use the following table to enter information in the fields:

Field	Description
Export the [#] selected students	Enter the fields to be included on the exported spreadsheet. Enter as many fields as needed. Only enter one field per line. Separate multiple fields with a hard return. If you need help remembering field names, click Fields at the bottom of the page.
Field Delimiter	A field delimiter separates fields (or "columns") in the exported data. Use the pop-up menu to choose how you want the system to separate each field in the export file: <ul style="list-style-type: none">• Tab• Comma• None• Other: Enter the delimiter in the blank field.
Record Delimiter	A record delimiter separates records (or "rows") in the exported data. Use the pop-up menu to choose how you want the system to separate each record in the export file:

Field	Description
	<ul style="list-style-type: none">• CR: Carriage return• CRLF: Carriage return and line feed• LF: Line feed• Other: Enter the delimiter in the blank field.
Surround Fields	Select the checkbox to surround the fields in the exported data with quotation marks.
Column titles on 1st row	Select the checkbox to include column titles on the first row of the exported data.
Export DCID	Select the checkbox to export the Student table's unique identifier.

4. Click **Submit**. The exported data appears.
5. Choose **File > Save As...** to save the file. Open the saved file using a spreadsheet application, such as Excel or Lotus 1-2-3. Format, print, and save it as any other spreadsheet document.